



Third-Party Document Upload User Guide

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OVERVIEW

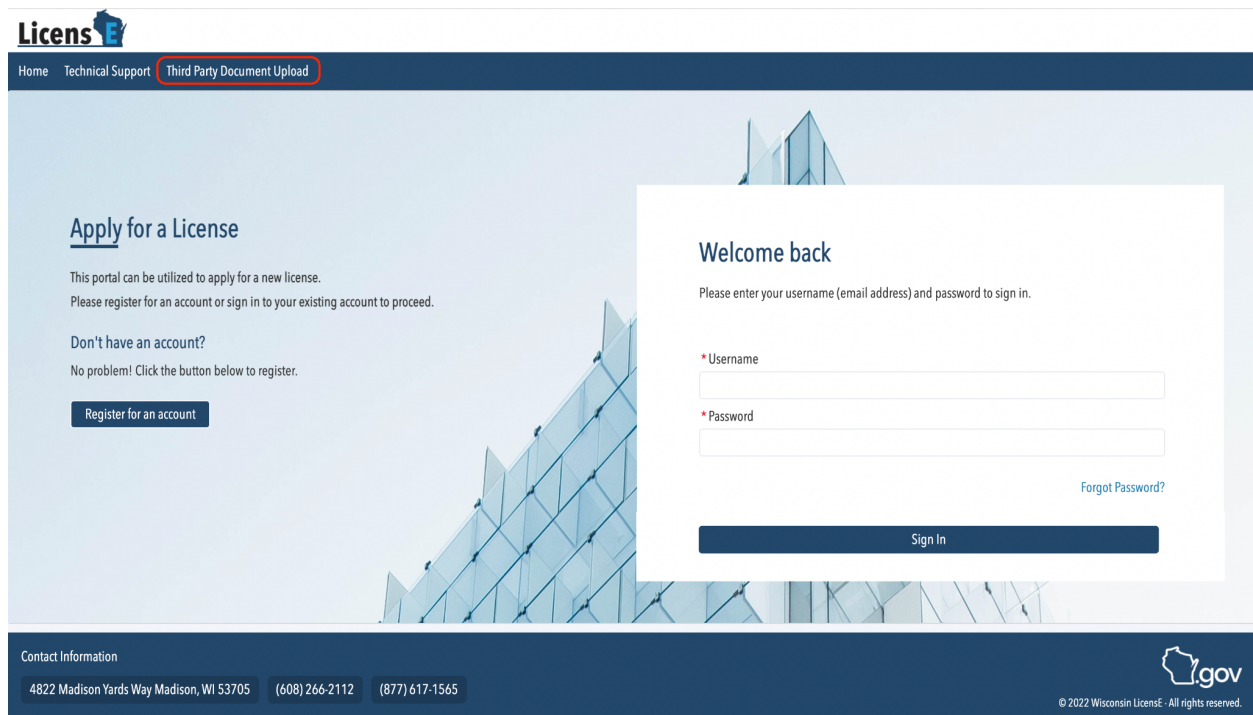
This document covers the third-party document upload process in the LicenseE portal. You will need the Application ID Number provided by the Applicant.

NOTE: Batch uploads for 100 or more applicants are possible by contacting DSPS directly emailaddress@dps.wi.gov

THIRD-PARTY DOCUMENT UPLOAD PROCESS

UPLOADING THE DOCUMENT

1. Navigate to the LicenseE portal.
2. Click the **Third Party Document Upload** button at the top of the page.



The screenshot shows the LicenseE portal interface. At the top, there is a navigation bar with links for 'Home', 'Technical Support', and 'Third Party Document Upload' (which is highlighted with a red box). Below the navigation bar, the main content area is divided into two sections. On the left, there is a section titled 'Apply for a License' with a sub-header 'Apply for a License' and a paragraph stating 'This portal can be utilized to apply for a new license. Please register for an account or sign in to your existing account to proceed.' Below this, there is a link 'Don't have an account?' and a paragraph 'No problem! Click the button below to register.' with a button labeled 'Register for an account'. On the right, there is a 'Welcome back' login form with a sub-header 'Welcome back' and a paragraph 'Please enter your username (email address) and password to sign in.' Below this, there are two input fields: '* Username' and '* Password'. To the right of the password field is a link 'Forgot Password?'. At the bottom of the login form is a button labeled 'Sign In'. At the bottom of the page, there is a footer with 'Contact Information' and the address '4822 Madison Yards Way Madison, WI 53705' along with phone numbers '(608) 266-2112' and '(877) 617-1565'. On the right side of the footer is the 'wisconsin.gov' logo and the text '© 2022 Wisconsin LicenseE - All rights reserved.'

Note: You need not register or log in to the portal to upload documents.

3. Enter the Application Number provided by the Applicant.
4. Click the **Search** button.

Third Party Document Upload

Please search using the Application Number and select the record to upload the documents.

* Application Number

IA-0000000177

Search

5. Confirm the Profession and Application Number.
6. Click the **Select** button.

Third Party Document Upload

Please search using the Application Number and select the record to upload the documents.

* Application Number

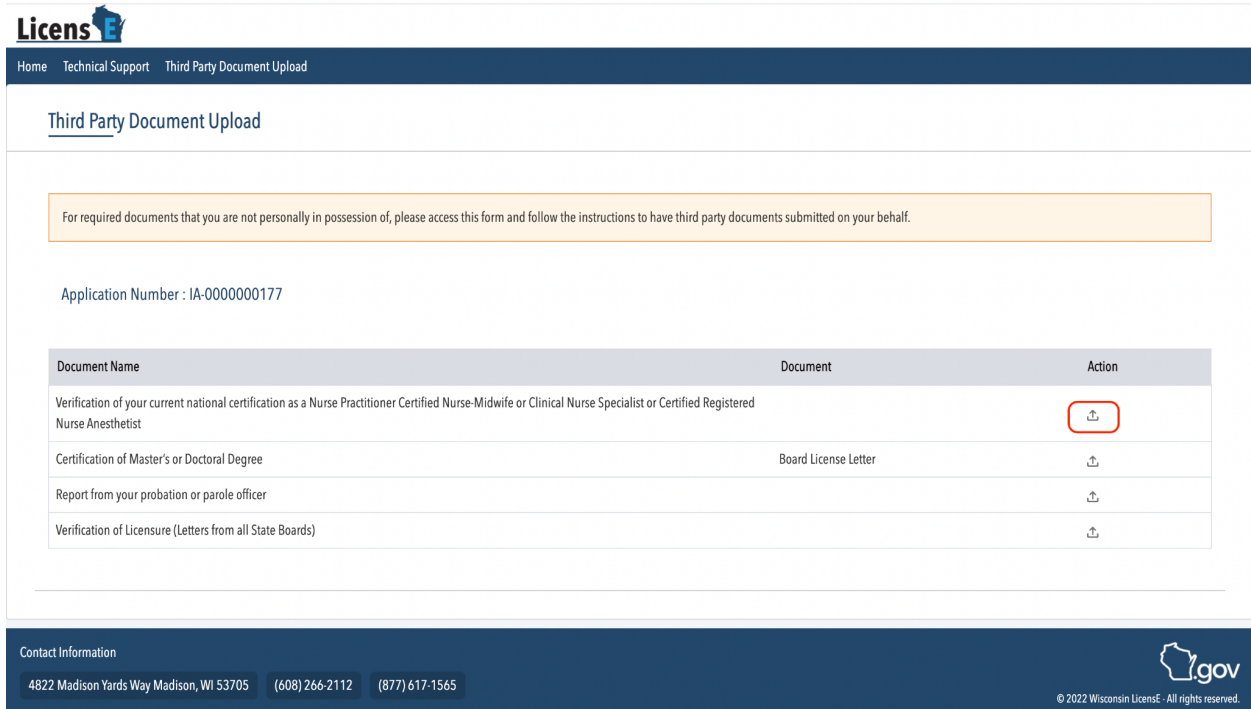
IA-0000000177

Search

Profession : **Advanced Practice Nurse Prescriber**
Application Number : **IA-0000000177**

Select

7. Here you can find the list of documents to be uploaded. To upload a document click the **Upload Icon** under the concerned row.







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Home Technical Support Third Party Document Upload

Third Party Document Upload

For required documents that you are not personally in possession of, please access this form and follow the instructions to have third party documents submitted on your behalf.

Application Number : IA-0000000177

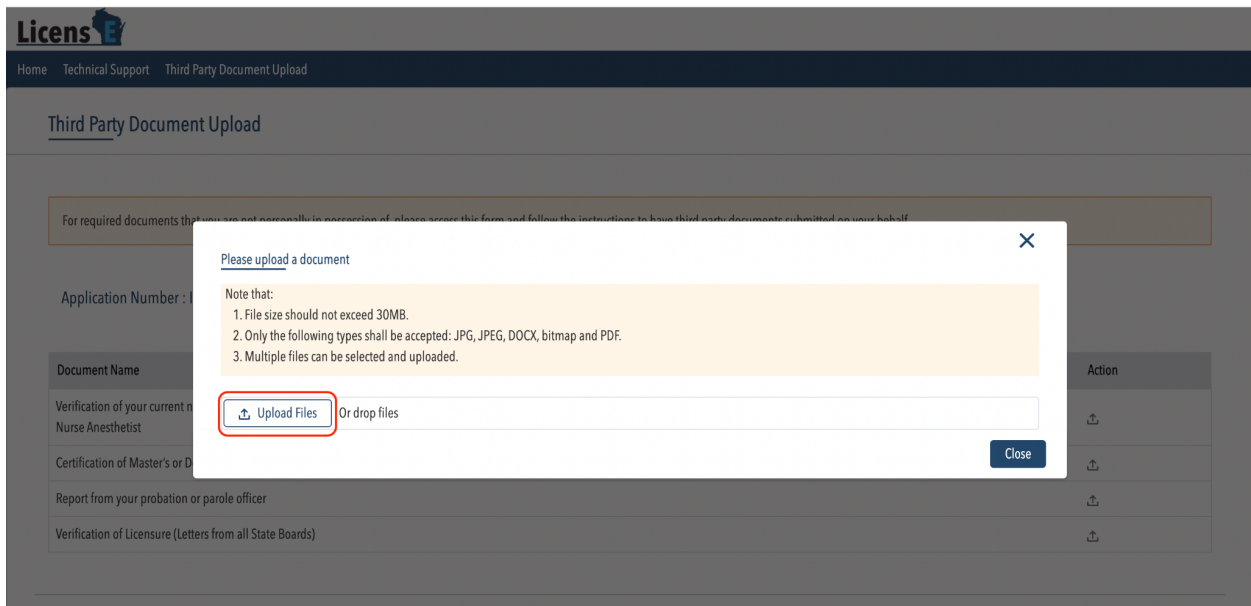
Document Name	Document	Action
Verification of your current national certification as a Nurse Practitioner Certified Nurse-Midwife or Clinical Nurse Specialist or Certified Registered Nurse Anesthetist		
Certification of Master's or Doctoral Degree	Board License Letter	
Report from your probation or parole officer		
Verification of Licensure (Letters from all State Boards)		

Contact Information

4822 Madison Yards Way Madison, WI 53705 (608) 266-2112 (877) 617-1565

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8. Click on the **Upload Files** and select the concerned file from the folder.







LicensesE

Home Technical Support Third Party Document Upload

Third Party Document Upload

For required documents that you are not personally in possession of, please access this form and follow the instructions to have third party documents submitted on your behalf.


Application Number : IA-0000000177

Document Name	Document	Action
Verification of your current national certification as a Nurse Practitioner Certified Nurse-Midwife or Clinical Nurse Specialist or Certified Registered Nurse Anesthetist		
Certification of Master's or Doctoral Degree	Board License Letter	
Report from your probation or parole officer		
Verification of Licensure (Letters from all State Boards)		

Please upload a document

Note that:

1. File size should not exceed 30MB.
2. Only the following types shall be accepted: JPG, JPEG, DOCX, bitmap and PDF.
3. Multiple files can be selected and uploaded.

 Upload Files Or drop files

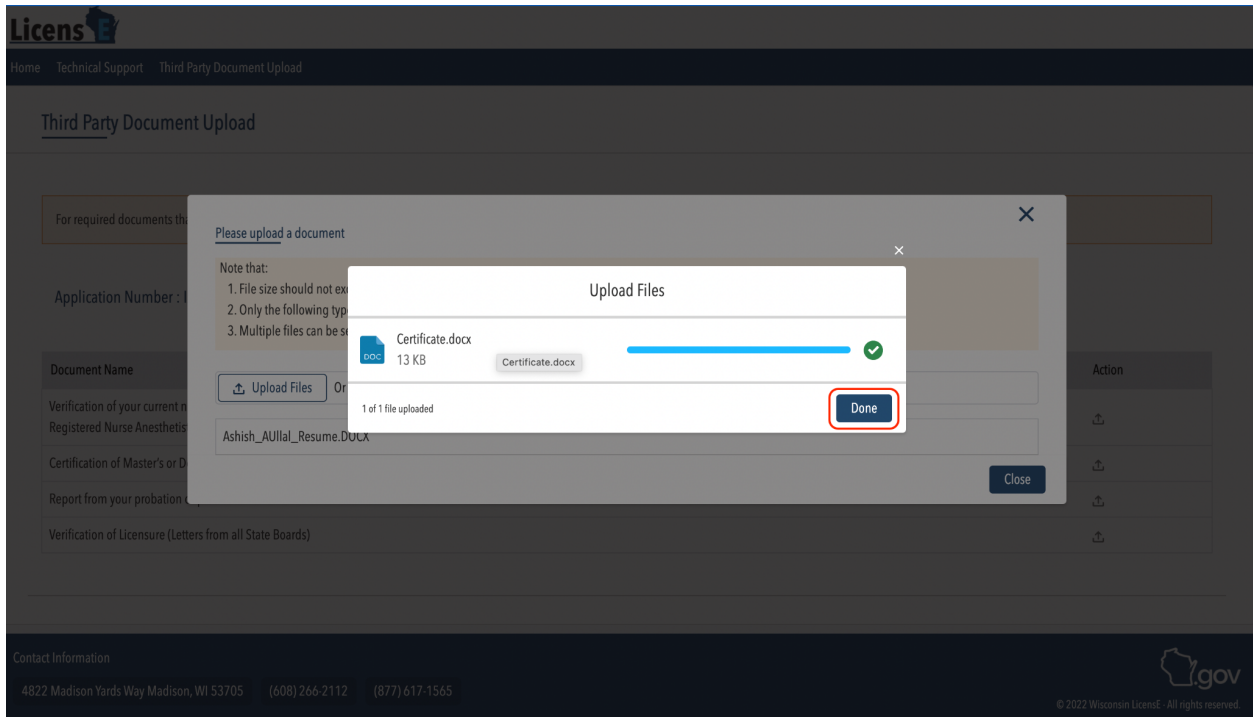
Close

Note:

- The file size should not exceed 30MB.
- Only the following types shall be accepted: JPG, JPEG, DOCX, bitmap, and PDF.

- Multiple files can be selected and uploaded.

9. Once the file is uploaded click **Done**.



10. Your file is now successfully uploaded.

